

TO: Board Members

THROUGH: Kevin Patteson, Executive Administrator
Robert E. Mace, Ph.D., P.G., Deputy Executive Administrator, Water Science and Conservation
Les Trobman, General Counsel

FROM: John Sutton, Team Lead, Municipal Water Conservation

DATE: January 7, 2016

SUBJECT: Authorization to publish a request for qualifications to fund a contract to determine the most effective and accurate process to measure water conservation statewide.

ACTION REQUESTED

Consider authorizing the Executive Administrator to publish a request for qualifications to determine the most effective and accurate process to measure water conservation statewide.

BACKGROUND

The 84th Texas Legislature appropriated \$2,250,000 from General Revenue to the Texas Water Development Board (TWDB) to fund a contract to measure water conservation statewide (House Bill 1, General Appropriations Act, 2015 Legislature, Regular Session, Rider 26):

“Out of funds appropriated above in Strategy A.3.1, Water Conservation Education and Assistance, include \$1,125,000 out of the General Revenue Fund in each fiscal year of the 2016-17 biennium to be used for the purpose of meeting the municipal water conservation goals of the 2012 State Water Plan. Any unexpended balances remaining in this appropriation as of August 31, 2016, are appropriated to the Water Development Board for the same purpose for the fiscal year beginning September 1, 2016.

The Water Development Board shall use the funds to develop and manage a provider contract to deliver the most effective and accurate process by which to measure water conservation statewide. The Water Development Board, by region, should quantify and install, on a pro rata basis, sufficient municipal water conservation strategies to meet the goals of the 2012 State Water Plan. The Water Development Board shall award a contract through a competitive process.”

Our Mission

To provide leadership, information, education, and support for planning, financial assistance, and outreach for the conservation and responsible development of water for Texas

Board Members

Bech Bruun, Chairman | Kathleen Jackson, Member | Peter Lake, Member

Kevin Patteson, Executive Administrator

KEY ISSUES

Staff proposes publishing a request for qualifications (RFQ) to fund a contract to:

1. Identify and develop practical approaches to estimate and measure the implementation of recommended water conservation strategies in the approved 2016 regional water plans. The goal is to measure water conservation statewide.
2. Quantify and install, on a pro rata basis, sufficient municipal water conservation strategies to meet the goals of the 2012 State Water Plan.

Details on the RFQ are provided in the attachment.

In the event that acceptable applications are not received, the Board retains the right to not award contract funds. There is a maximum expenditure limit of \$1,125,000 for Fiscal Year 2016. An additional amount of \$1,125,000 will be available in Fiscal Year 2017. Any unspent balances from Fiscal Year 2016 will be available for the same purpose for the fiscal year beginning September 1, 2016. All work shall be completed by August 31, 2017.

RECOMMENDATION

The Executive Administrator recommends approval of this item.

This recommendation has been reviewed by legal counsel and the action requested is within the authority of the Board.

Attachment 1: Request for Qualifications

Request for Qualifications

Request for Qualifications

The Texas Water Development Board is issuing a request for qualifications for a contract to:

1. Identify and develop practical approaches to estimate and measure the implementation of recommended water conservation strategies in the approved 2016 regional water plans. The goal is to measure water conservation statewide.
2. Quantify and install, on a pro rata basis, sufficient municipal water conservation strategies to meet the goals of the 2012 State Water Plan.

Background:

The 84th Texas Legislature appropriated \$2,250,000 from General Revenue to the Texas Water Development Board (TWDB) to fund a contract to measure water conservation statewide (House Bill 1, General Appropriations Act, 2015 Legislature, Regular Session, Rider 26):

Strategy A.3.1, Water Conservation Education and Assistance included \$1,125,000 out of the General Revenue Fund in each fiscal year of the 2016-17 biennium to be used for the purpose of meeting the municipal water conservation goals of the 2012 State Water Plan. The TWDB is to use the funds to develop and manage a provider contract to deliver the most effective and accurate process by which to measure water conservation statewide. The TWDB, by region, should quantify and install, on a pro rata basis, sufficient municipal water conservation strategies to meet the goals of the 2012 State Water Plan.

The TWDB shall award a contract through a competitive process. Any unexpended balances remaining in this appropriation as of August 31, 2016, are appropriated to the TWDB for the same purpose for the fiscal year beginning September 1, 2016.

To meet the goals of the project, the following resources can be used:

- a. Conservation implementation sections of each approved 2016 regional water plan including the methodology used by each region to report the implementation of conservation strategies.
- b. Recommended municipal water conservation strategies in the 2012 State Water Plan, as well as those in the approved 2016 regional water plans.
- c. TWDB's Best Management Practices Tool.
- d. Water Conservation Savings Quantification Study – TWDB Report 2012.

Statement of Qualifications Content:

A brief transmittal letter must accompany each Statement of Qualifications, which summarizes the key points and must be signed by an authorized representative who is responsible for committing the firm's resources. The response, including attachments, shall not exceed 20 pages. The font size must be no smaller than 12 point.

Applicants should indicate their:

- qualifications and resources available for the project,
- experience with similar regional or statewide projects,
- overall approach to designing and implementing a statewide project,
- experience in developing and implementing methodologies to estimate and measure conservation strategies,
- experience with writing reports and developing deliverables for similar projects, and
- experience communicating effectively with regional planning groups, water suppliers and other interested parties.

Grant Amount:

The total contract amount shall not exceed \$2,250,000. There is a maximum expenditure limit of \$1,125,000 for Fiscal Year 2016. An additional amount of \$1,125,000 will be available in Fiscal Year 2017. Any unspent funds from Fiscal Year 2016 will transfer over to Fiscal Year 2017. All work on the project shall be completed and all committed and encumbered funds spent by August 31, 2017.

Application Review:

Applications will be assessed, scored, and ranked by a review panel established by the Texas Water Development Board.

Applications will be evaluated in accordance with 31 Texas Administrative Code §355.5 (*Texas Government Code, Title 10, Section 2155.074*) and include the following criteria:

Points Available	Criteria
0 - 15	Qualifications of and resources available to the applicant for the project.
0 - 20	Experience with similar regional or statewide projects.
0 - 30	Overall approach to and organization of the project.
0 - 20	Experience in developing and implementing methodologies to estimate and measure conservation strategies.
0 - 15	Experience with writing reports and developing deliverables for similar projects.

The applicable scope of work, schedule, and contract amount will be negotiated after the Texas Water Development Board selects the most qualified applicant. Failure to arrive at mutually agreeable terms of a contract with the most qualified applicant shall constitute a rejection of the Board's offer and may result in subsequent negotiations with the next most-qualified applicant. The Texas Water Development Board reserves the right to reject any or all applications if staff determines that an application does not adequately meet the required criteria, the goals of the project or if the available funding is less than that requested.